

**CITY OF SAN SABA  
POLICE OFFICER**

**DEPARTMENT:**                      **Police Department**

**JOB TITLE:**                        **Police Officer**

**SUPERVISOR'S TITLE:**        **Police Chief**

**SUMMARY OF POSITION**

Performs a variety of specialized duties in the enforcement of laws and the prevention of crime; controls traffic flow and enforces state and local traffic regulations; performs a variety of technical and administrative tasks in support of the San Saba Police Department.

This is the entry level class within the Police Department. An employee within this class is distinguished from other classes by the level of responsibility assumed and the performance of a higher level of expertise in an assigned area. Employees at this level may receive occasional instruction or assistance as new or unusual situations arise.

**ESSENTIAL JOB FUNCTIONS**

- \* Conduct regular patrol duties to preserve law and order and enforce traffic and other laws and ordinances; check buildings for physical security; respond to general public service calls and complaints including domestic disturbances, civil complaints, automobile accidents, robberies and related misdemeanor and felony incidents.
- \* Interview suspects, victims, and witnesses in the field.
- \* Prepare reports on arrests made, activities performed and unusual incidents observed; input information into the computer.
- \* Arrest and maintain custody of prisoners; book prisoners.
- \* Serve warrants and assist in the execution of police raids.
- \* Direct traffic at fires, special events and other emergency or congested situations; provide escort service for funerals.
- \* May be required to testify in court  
Assist EMS and Fire personnel as needed; provide assistance to other law enforcement agencies.
- \* Perform related duties and responsibilities as required

## **JOB DESCRIPTION**

## **POLICE OFFICER**

### **JOB REQUIREMENTS**

- \* Knowledge of police methods and procedures including patrol, crime prevention, traffic control, investigation techniques.
- \* Knowledge of first aid principles, practices and techniques; self-defense tactics.
- \* Knowledge of interviewing and interrogation techniques; public relations techniques.
- \* Knowledge of report writing techniques and procedures.
- \* Knowledge of use and proper care of firearms.
- \* Knowledge to understand, interpret and apply laws, regulations, Policies and Procedures.
- \* Ability to analyze situations quickly and objectively to determine and take emergency action.
- \* Ability to observe accurately and remember names, faces, numbers, incidents, and places.
- \* Ability to identify potential crime situations or traffic hazards and take preventive action.
- \* Ability to communicate clearly and concisely, both orally and in writing
- \* Establish and maintain cooperative working relationships with those contacted in the course of work.
- \* Follow all safety rules and regulations of the Police Department.
- \* Meet the physical requirements established by the Department.

#### **A. EDUCATION**

High School diploma or GED; Graduation from the Police Academy.

#### **B. TRAINING AND EXPERIENCE**

Must possess a Texas Police Officer License (TCLEOSE); must meet and maintain all regulatory requirements for Texas Police Officer License; must pass a pre-employment Drug screening; must possess a State of Texas Driver's License.

#### **C. WORKING CONDITIONS**

Works in an office or emergency environment; may work in intense life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, and noise; may be exposed to emergency and disaster situations; may work in stressful situations.

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### **D. COMPENSATION**

TMRS Retirement; Medical Insurance; and Vacation, Sick Time, and Paid Holidays.

### **E. SALARY**

Commensurate with Experience.

City of San Saba  
303 S. Clear Street  
San Saba, Texas 76877  
325/372-5145  
*An Equal Opportunity Employer*  
*Pre-Employment Drug Tests Required*

*sansaba@centex.net*